

MINNESOTA DISTRICT COURT FIFTH JUDICIAL DISTRICTS	
INDEPENDENT CONTRACTOR & VOLUTEER GUARDIANS AD LITEM	
DEPARTMENT/LOCATION Guardian ad Litem Program Blue Earth, Brown, Faribault, Jackson, Martin, Murray, Nobles, Pipestone and Rock Counties	HOURS OF WORK Part-time Flexibility Required Including Evenings and Weekends

The Fifth Judicial District is currently seeking **Independent Contractors and Volunteers to perform Guardian ad Litem services.** Selected Contractors who successfully complete the 40-hour pre-service orientation may be offered a contract to provide Guardian ad Litem services in Blue Earth, Brown, Faribault, Jackson, Martin, Murray, Nobles, Pipestone and Rock Counties.

DESCRIPTION: A guardian ad litem is an individual appointed by the court to advocate for the best interests of children in juvenile and family court proceedings. Guardians interact with judges, social workers, and a variety of other professionals. The positions involve home visits to clients and extensive work in the community. Travel within Blue Earth, Brown, Faribault, Jackson, Martin, Murray, Nobles, Pipestone and Rock Counties is required.

RESPONSIBILITIES:

- Advocate for the best interests of the child
- Gather case information through review of documents, personal interviews, home visits, case meetings and other sources
- Maintain accurate notes and files
- Make timely written and oral reports to the court containing facts, conclusions and recommendations
- Participate in court hearings; testify as required
- Monitor cases for compliance with court orders
- Maintain confidentiality
- Exercise independent judgment
- Comply with applicable state and federal laws and court rules

QUALIFICATIONS:

- Graduation from an approved high school or vocational school
- An abiding interest in children and their rights and needs
- Sufficient listening, speaking and writing skills to successfully conduct interviews, prepare written reports and make oral presentations
- Knowledge and appreciation of the ethnic, cultural and socio-economic backgrounds of the population to be served
- Ability to relate to children, family members and professionals in a careful and confidential matter

- Ability to exercise sound judgment and good common sense
- No prior involvement in any conduct or activity that would interfere with the ability to discharge the duties assigned by the court
- Successfully complete the required 40 hour pre-service Guardian ad Litem orientation and not have been removed from a panel of approved guardians ad litem
- Previous experience working with families and juveniles preferred
- Pass criminal background checks
- Provide own means of transportation

Experience as a guardian ad litem, completion of the guardian ad litem pre-service orientation requirements, and a demonstrated comprehension of the responsibilities of guardians ad litem are desirable. Bachelor's Degree in a human services field or equivalent training and experience is preferred.

Contracted positions are paid \$14 per hour and average 10-30 hours per week.

Volunteer positions are unpaid and average 10-15 hours per month.

DEADLINE FOR CONSIDERATION: 4:30 p.m. Friday, September 29, 2006.

For further information regarding these independent contractor positions, please contact Penny Helgerson, Guardian ad Litem Program Manager at 507-934-0278.

TO SUBMIT YOUR INTEREST: Request a Consideration for Guardian ad Litem Contract Form by calling Penny Helgerson at 507-934-0278 or by downloading the contract application form from www.courts.state.mn.us under employment/southern and select the Consideration for Guardian ad Litem Contract Form next to this posting. Submit completed Consideration for Guardian ad Litem Contract Form, cover letter, and work and/or volunteer history to:

**Guardian Ad Litem Program
501 South Minnesota Avenue
St. Peter, MN 56082
EOE**